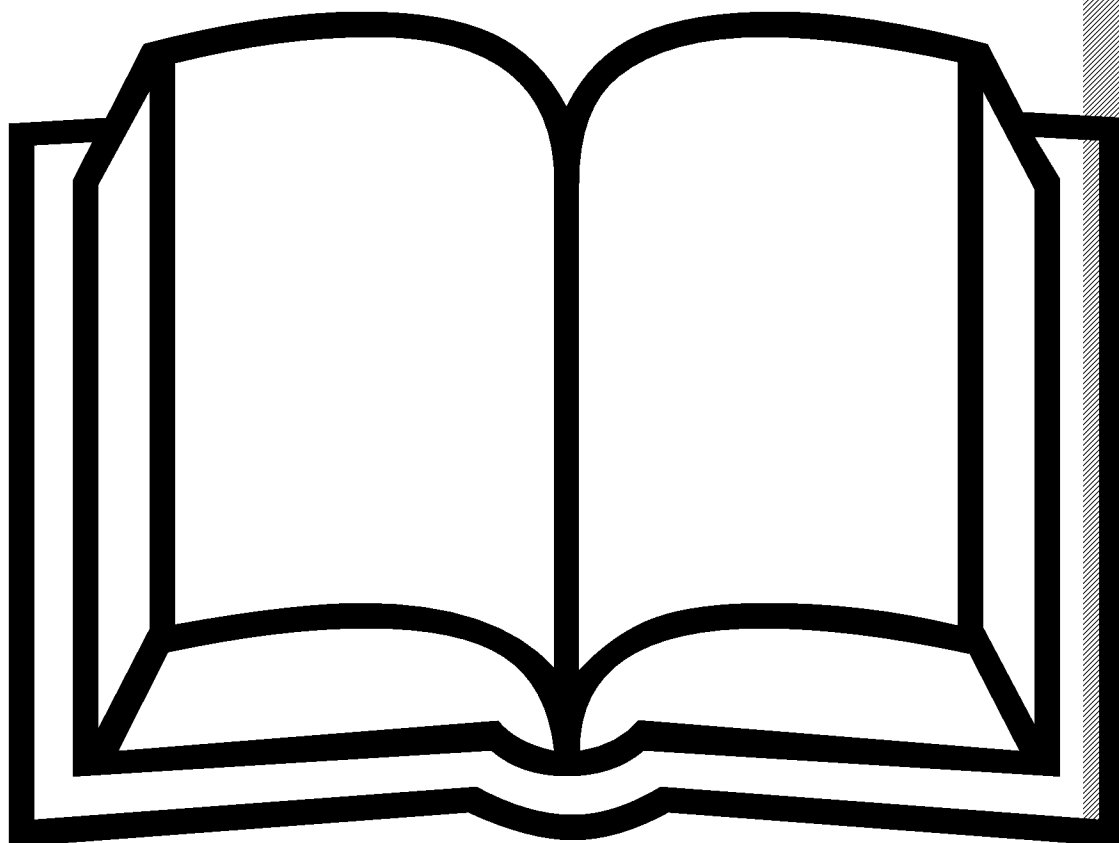


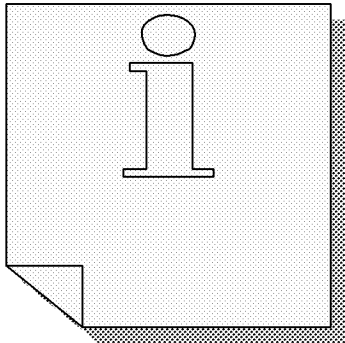
HUMAN RESOURCES DIRECTORY OF SERVICES



State Police Human Resources Section

Points of Contact

There are five interdependent workgroups in the SP Human Resources Section: the Benefits Unit, the Employment Section, the Employee Relations Unit, the Occupational Health Unit, and the Office of the Human Resources Director. Each workgroup includes a manager and professional staff who can provide answers and guidance in response to any HR-related inquiry. Please use this Directory to locate a staff member when you need assistance.



BENEFITS UNIT

Linda Turner (508) 820-2294

Function: Benefits Administrator

Call To: Request a non-medical leave, explore retirement options, or receive assistance with creditable service/buy-backs.

Michael Faiola (508) 820-2655

Function: Benefits Coordinator

Call To: Receive help with GIC, HCSA/DCAP and long-term disability matters or to discuss benefits upon resignation from state service.

OCCUPATIONAL HEALTH UNIT

Sue Viall (508) 820-2291

Function: Director of Occupational Health

Call To: Report an industrial accident, hazmat exposure, or safety incident.

Julie Parrettie (508) 820-2369

Function: Occupational Health Coordinator

Call To: Request an FMLA leave or to enroll in or withdraw from the EILB.

Leona Vieira (508) 988-7440

Function: Line-of-Duty Coordinator (Sworn)

Call To: Make contact with the Occupational Health Unit if other staff members are unavailable. Leona works primarily with State Police officers who have been injured in the line of duty. However, she provides general Occupational Health assistance also.

OFFICE OF THE HR DIRECTOR

Shawn T. Givhan (508) 820-2656

Function: Human Resources Director

Call To: Report a harassment, ADA, or workplace violence concern, complete performance evaluations and mandatory training, or to discuss workforce management.

Juliana Namaweije (508) 820-2697

Function: Human Resources Assistant

Call To: Receive general HR direction or guidance. Juliana is the point of intake for HR inquiries. She will route you to the appropriate manager, paperwork, or source of information.

Jani Ricci (508) 820-2285

Function: Human Resources Coordinator

Call To: Obtain or submit forms for Tuition Remission, state Fellowship or Performance Recognition Programs or for PACE issues.

Kathie Davenport (508) 820-2155

Function: Human Resources Coordinator

Call To: Obtain or submit forms for the SERV, COMECC or Blood Donation Leave programs, or to change address and/or personal info in HR/CMS.



EMPLOYMENT SECTION

Michael Howard (508) 820-2296

Function: Director of Personnel

Call To: Initiate a job posting, conduct a hiring process, discuss job classification issues, or review state job qualifications.

Jennifer Vasapolli (508) 988-7236

Function: Personnel Analyst

Call To: Procure or dismiss a temporary employee, correct a personnel transaction, or to research or audit personnel action errors.

EMPLOYMENT CONTINUED:

Connie Cascio (508) 820-2290

Function: Personnel Officer

Call To: Track hiring and appeal processes, obtain a Form 30, or schedule job interviews.

Kelly DeWolfe (508) 820-2212

Function: Personnel Officer

Call To: Make contact with the Employment Section if other staff members are unavailable. Kelly works with GIC and also State Police processes relative to sworn personnel actions, records, programs, and publications.



EMPLOYEE RELATIONS UNIT

Gary Murphy (508) 820-2332

Function: Director of Employee Relations

Call To: Request interpretation of a collective bargaining agreement, review employee grievances, or seek advice about employee discipline and/or prospective termination of regular employees.

Patricia Lavin (508) 820-2293

Function: Deputy Dir. of Employee Relations

Call To: Set up alternative work agreements or for employment law and policy guidance.

OTHER IMPORTANT NUMBERS

Civil Rights/AA Officer **(508) 988-7002**

HR General Fax No. **(508) 820-2211**

HR Confidential Fax No. **(508) 988-7058**

HR Switchboard **(508) 820-2339**

Payroll Help Line **(508) 820-2157**

Elissa Robertson, Payroll **(508) 988-7417**

Bill McCarthy, Payroll **(508) 820-2169**

Payroll Fax **(508) 820-2165**

To contact us by email please write to hr@pol.state.ma.us